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AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION AND TRAINING COMMAND
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HQ PACAF/DPAET	3		3	
HQ USAFE/DPATTJ	3		3	
HQ USMC/STANDARDS BRANCH	1			
NAVMAC	1			
384 TRS/TRR (939 MISSILE ROAD, SHEPPARD AFB TX 76311-2245)	10	1	2	1
882 TRG/TCEQ (939 MISSILE ROAD, SHEPPARD AFB TX 76311-2245)	1		1	

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Medical Materiel career ladder, Air Force Specialty Code (AFSC) 4A1X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Copies of this report and pertinent computer printouts are distributed to the Air Force Functional Manager, the operations training location, all major using commands, and other interested operations and training officials.

The survey instrument was developed by Second Lieutenant Todd L. Osgood, Inventory Development Specialist, with computer programming support furnished by Mr. Tyrone Hill. Mr. Richard G. Ramos provided administrative support. Mrs. Joan St. John, Occupational Analyst, analyzed the data and wrote the final report. This report has been reviewed and approved by Lieutenant Colonel Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Additional copies of this report can be obtained by writing to AFOMS/OMYXI, 1550 5th Street East, Randolph AFB Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

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SUMMARY OF RESULTS

1. **Survey Coverage:** The Medical Materiel career ladder was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 893 respondents, accounting for 69 percent of assigned personnel.
2. **Specialty Jobs:** One cluster and nine jobs were identified in the career ladder structure analysis: the Inventory Management Cluster, the General Medical Logistic Job, the Warehouse Job, the Computer Operations Job, the Medical Equipment Management (MEMO) Job, the War Reserve Materiel (WRM) Job, the Supervisor Job, the Contract Management Job, the Central Processing and Distribution (CPD) Job, and the Training Job. These account for 83 percent of the respondents, while the rest perform tasks and duties that did not place them within the main jobs of the ladder.
3. **Career Ladder Progression:** Skill-level progression for members of this AFSC is typical of most career ladders. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks involving the Warehouse and Inventory Management jobs. As incumbents move up to the 7-skill level, higher percentages work in the supervisory jobs, but many personnel still spend some time in the Warehouse and Inventory Management jobs. At the 9-skill level, individuals have moved away from the technical jobs completely and are performing the Supervisor Job.
4. **Training Analysis:** Overall, the AFSC 4A1X1 Specialty Training Standard (STS), dated December 1996, was well supported by survey data. Only one performance-coded element was unsupported. Training personnel and career field managers are to be commended for producing an STS that is supported by the data. Analysis of the Plan of Instruction (POI) revealed that some performance-coded elements are not supported by survey data. Training personnel and subject-matter experts (SMEs) should review these documents and the Training Extract to determine if these elements warrant retention.
5. **Job Satisfaction:** In general, job satisfaction among AFSC 4A1X1 personnel is fairly high, with no serious satisfaction problems noted. Overall, personnel working in the Central Processing and Distribution Job had the lowest job satisfaction.
6. **Implications:** The current AFSC 4A1X1 career ladder structure is similar to that found in the Medical Materiel occupational survey report published in 1991. Training documents are in excellent shape; however, some POI proficiency-coded elements need to be reviewed by training personnel and SMEs, as they are not supported by survey data. Job satisfaction is fairly high among career ladder incumbents.

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**OCCUPATIONAL SURVEY REPORT (OSR)
MEDICAL MATERIEL CAREER LADDER
(AFSC 4A1X1)**

INTRODUCTION

This is a report of an occupational survey of the Medical Materiel career ladder conducted by the Air Force Occupational Measurement Squadron (AFOMS). Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs. The last survey pertaining to this career ladder was published in 1991.

Background

As described in the AFMAN 36-2108 *Specialty Description*, dated October 1994, Medical Materiel personnel perform and manage preparation and maintenance of manual and mechanized accountable medical materiel records, and requisitioning, receiving, storing, issuing, safeguarding and accounting for supplies and equipment. They process and monitor requests for contracts. They also implement and direct medical materiel activities for inventory control, accounting, financial planning, and management of supplies and equipment. They also perform and monitor computer operations.

Personnel entering the AFSC 4A1X1 career ladder must complete the 5-week Medical Materiel Apprentice course at Sheppard AFB TX. It includes procedures in computer operations, requisitioning, document control, stock control, warehouse procedures, and related procedures necessary for the operation of an Air Force medical materiel account.

Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery score of GENERAL 43; a strength factor of "H" (weight lift of 50 lbs) is also required.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) OSSN 2279, dated December 1996. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 28 subject-matter experts (SMEs) at the operations training location and at the following installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Sheppard AFB TX	384th Training Squadron
Holloman AFB NM	49th Medical Group
Keesler AFB MS	81st Medical Support Squadron
Randolph AFB TX	12th Medical Support Squadron
Lackland AFB TX	59th Medical Wing

The resulting JI contains a comprehensive listing of 621 tasks grouped under 19 duty headings, and a background section requesting such information as grade, major command (MAJCOM) assigned, organizational level, job title, functional area, schedule/shift worked, immediate assignment, time until first rotation, tools/equipment used or operated, and forms used in present job.

Survey Administration

From January through May 1997, Survey Control Monitors at base training units worldwide administered the inventory to eligible AFSC 4A1X1 personnel. Members eligible for the survey consisted of the total assigned 3-, 5-, 7-, and 9-skill level/CEM population, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel in their job less than 6 weeks. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX.

Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

In order to determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across MAJCOMs and paygrade groups. Table 1 reflects the percentage distribution, by MAJCOM, of assigned AFSC 4A1X1 personnel as of September 1996. The 893 respondents in the final sample represent 69 percent of the total assigned personnel and 74 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for these AFSC 4A1X1 personnel. The survey sample is considered to be a satisfactory representation of the overall career ladder population.

TABLE 1
COMMAND DISTRIBUTION OF 4A1X1 PERSONNEL

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
ACC	21	21
AETC	20	22
AMC	16	16
AFMC	13	11
PACAF	11	13
USAFE	11	10
AFSPC	3	4
11 th Wing	1	1
USAFA	1	1
AFSOC	1	1
OTHER	2	0

TOTAL ASSIGNED* = 1,286

TOTAL SURVEYED** = 1,211

TOTAL IN SURVEY SAMPLE = 893

PERCENT OF ASSIGNED IN SAMPLE = 69%

PERCENT OF ELIGIBLE IN SAMPLE = 74%

* Assigned strength as of September 1996

** Excludes personnel in PCS, student, or hospital status, or less than 6 weeks on the job

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

GRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-1 - E-3	25	25
E-4	23	23
E-5	29	30
E-6	12	12
E-7	8	8
E-8	2	1
E-9/CEM	1	1

* Assigned strength as of September 1996

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 4A1X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 46 senior NCOs who completed a TE booklet were asked to select tasks they felt required some sort of structured training for entry-level personnel, and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. Interrater agreement for these 46 raters was acceptable. The average TE rating was 2.28, with a standard deviation of 1.68. Any task with a TE rating of 3.96 or above is considered to have high TE.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 50 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Interrater reliability was acceptable. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

SPECIALTY JOBS (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure. The structure of jobs within the Medical Materiel career ladder was examined on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of other specialty background factors.

Each individual in the sample performs a set of tasks called a *Job*. For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Program system for job analysis. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the JI. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a *Cluster*.

Overview of Specialty Jobs

The analysis procedure described above identified nine jobs and one cluster within the survey sample. The division of jobs performed by DAFSC 4A1X1 personnel is illustrated in Figure 1, and a listing of those jobs is provided below. The group (GP) or stage (ST) number shown beside each title is a reference to computer-printed information; the number of personnel in each group or stage (N) is also shown.

AFSC 4A1X1 CAREER LADDER JOBS (N=893)

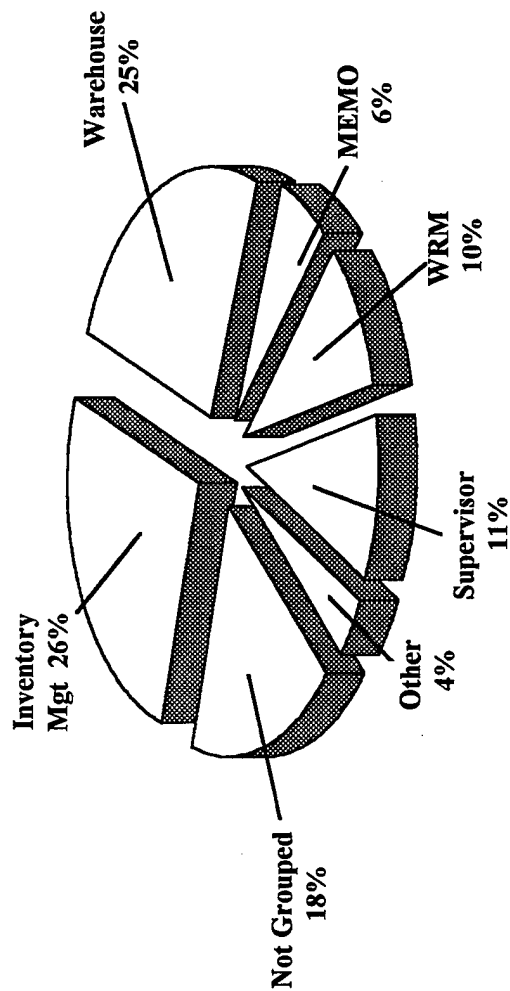


FIGURE 1

*Other Includes: General Medical Logistics 1%, CPD 1%, Contract Mgt 1%, Training 1%, and Computer Ops

- I. GENERAL MEDICAL LOGISTICS JOB (ST120, N=9)
- II. INVENTORY MANAGEMENT CLUSTER (ST096, N=230)
- III. WAREHOUSE JOB (GP047, N=222)
- IV. COMPUTER OPERATIONS JOB (ST147, N=5)
- V. MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) JOB (ST139, N=58)
- VI. WAR RESERVE MATERIEL (WRM) JOB (ST101, N=88)
- VII. SUPERVISOR JOB (ST078, N=100)
- VIII. CONTRACT MANAGEMENT JOB (ST192, N=5)
- IX. CENTRAL PROCESSING AND DISTRIBUTION (CPD) JOB (ST109, N=7)
- X. TRAINING JOB (ST537, N=7)

The respondents forming these jobs account for 83 percent of the survey sample. The remaining 17 percent, for one reason or another, did not fall into one of these jobs. Examples of job titles for these people include Receiving Clerk, Processing Prime Vendor Pharmacy, Operating Room Supply NCOIC, and QA Technician.

Group Descriptions

The following paragraphs contain brief descriptions of the jobs identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs. Selected background data for these jobs are provided in Table 4. Representative tasks for all the groups are contained in Appendix A.

I. GENERAL MEDICAL LOGISTICS JOB (ST120). The nine airmen forming this job (1 percent of the survey sample) are distinguished from the other jobs identified because of their performance of tasks peculiar to general medical logistics activities. Their responsibilities include performing transaction history inquiries, operating balance inquiries and item master inquiries; annotating or completing cancellation documents, and revising master records. These personnel perform an average of 31 tasks (the smallest number of tasks performed by any job in this career ladder). Distinctive tasks performed include:

- perform transaction history inquiries
- perform operating balance inquiries
- establish or maintain master records
- perform item master inquiries
- annotate or complete cancellation documents
- process due-out item file reversals
- revise master records
- perform due-in file inquiries
- process due-in item cancellations

The majority of these airmen hold either a 3- (33 percent) or 5-skill level (56 percent). Forty-four percent are in their first enlistment. The average time in service is 75 months. Paygrades range from E-2 through E-5. The incumbents all report being in their present job less than 48 months. Furthermore, 67 percent of these members report they are assigned to units within CONUS.

II. INVENTORY MANAGEMENT CLUSTER (ST096). The 230 airmen forming this cluster (26 percent of the survey sample and the largest job identified) are responsible for the core work of the career ladder. These individuals are involved with all aspects of the medical materiel job, including general medical logistics activities, inventory management, contract management, and computer operations (see Table 3, Duty A, C, J, and K). Their responsibilities include the performance of history and balance inquiries, researching FEDLOG and local purchase requests, and performing MEDLOG inquiries. They perform an average of 85 tasks. Distinct tasks performed include:

- perform transaction history inquiries
- perform operating balance inquiries
- perform MEDLOG inquiries
- research Federal Logistics System (FEDLOG)
- process issue transactions
- research local purchase requests

The predominant paygrade in this job is E-5. Their average time in service is 82 months. Fifty-three percent hold the 5-skill level. Furthermore, 78 percent are assigned to units in CONUS.

There are three jobs within this cluster. The first is the Computer Operations Job. Tasks performed include operating MEDLOG terminals and printers, distributing computer products, and performing cold terminations. All these members have been in their job less than 24 months. The paygrade ranges from E-2 through E-5, with E-5 being the predominant paygrade. The average TAFMS is 52 months and all are assigned to CONUS.

The primary responsibilities of incumbents in the second job, Stock Records and Local Purchase, include performing MEDLOG inquiries, researching the FEDLOG, performing operating balance inquiries, performing due-in file inquiries, research existing stock numbers, and research media for national stock numbers or depot availability. Like the members of the Computer Operations Job, these members have also been in their jobs less than 24 months. They average 78 months TAFMS and 61 percent are assigned to CONUS. The paygrades range from E-2 through E-6, with E-4 being the predominant grade.

The final job in the cluster is the Contract Management Job. The distinguishing tasks for this job include assign local purchase stock numbers, complete computer-generated purchase order or receiving documents, place calls against BPAs or BDOs, and choose items available from prime vendor contracts. Personnel average 83 months TAFMS. The predominant paygrade is E-5 and 79 percent are in CONUS.

III. WAREHOUSE JOB (GP047). These 222 respondents form the second largest job identified within the sample (25 percent of the survey sample). They perform tasks required for inventorying and storing medical materials when received at various medical facilities. They spend 31 percent of their time performing storage and distribution activities (see Table 3, Duty B). They perform an average of 90 tasks. Typical tasks performed are:

- perform operating balance inquiries
- process receipt transactions
- load or unload materiel
- operate materiel-handling equipment, such as pallet jacks or small forklifts
- operate MEDLOG terminals
- operate MEDLOG printers
- locate and pull issues, other than linens, controlled or security medical items

The personnel in this job are evenly distributed among the 3-, 5-, and 7-skill levels. The average time in service is 89 months. The paygrades range from E-2 to E-6, with E-5 being the predominant paygrade. Furthermore, 80 percent of these members report they are assigned to units within CONUS.

IV. COMPUTER OPERATIONS JOB (ST147). While all personnel in this career ladder perform computer operations tasks, this group of five personnel spend 29 percent of their time performing computer operations tasks (see Table 3, Duty K), the highest time spent by all job groups. These individuals perform an average of 91 tasks. Their responsibilities include operating MEDLOG central processing units, printers, and terminals; performing cold starts and terminations; and initiating on-line sessions. Distinct tasks performed include:

- operate MEDLOG central processing units (CPUs)
- process end-of-day (EOD) routines
- operate MEDLOG printers
- operate MEDLOG terminals
- perform cold starts
- perform cold terminations
- initiate on-line sessions
- access on-line user's manual

Personnel in this job are somewhat more experienced than those found in the first three jobs discussed. Their average time in service is 167 months (versus 75, 82, and 89 months respectfully). Eighty percent hold a 7-skill level, while 40 percent of these airmen supervise junior personnel. The predominant paygrade is E-5. Eighty percent of these members are assigned within the CONUS. None are in their first enlistment.

V. MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) JOB (ST139). The 58 members of this job indicated that they perform tasks that involve managing medical equipment. While 30 percent of their job time is spent in Duty E, Performing Medical Equipment Office Activities, 26 percent of their job time is spent in Duty A (Performing General Medical Logistics Activities) (see Table 3). Airmen in this job report having job titles such as MEMO Clerk, NCOIC MEMO, and MEMO Technician. They perform an average of 126 tasks (third largest average of all the groups identified) which relate to MEMO activities. Commonly performed tasks include:

- update equipment records
- maintain equipment request files
- maintain property custodian files
- input requests for custody receipt/locator lists (CRLs)
- coordinate relocation of property with property custodians
- establish or maintain master records

Fifty-nine percent hold a 5-skill level, and 36 percent have a 7-skill level. The predominant paygrades are E-4 and E-5. Fourteen percent are in their first enlistment. Sixty-seven percent of these members are in CONUS. The average time in service is 119 months.

VI. WAR RESERVE MATERIEL (WRM) JOB (ST101). Composing 10 percent of the survey sample, these 88 airmen are performing a series of tasks pertaining to WRM. They spend 31 percent of their job time performing WRM activities (see Table 3, Duty F). These individuals perform tasks required for loading and unloading WRM materiel, processing WRM QA transactions, and inspecting items contained in WRM assemblies. Members perform an average of 102 tasks, which include:

- load or unload WRM materiel
- inventory WRM assets
- perform WRM balance inquiries
- process WRM QA transactions
- compare WRM assets to QA WRM listings
- inspect items contained in WRM assemblies

Forty-four percent of these members hold a 5-skill level. The average time in service is 100 months. The predominant paygrades are E-4 and E-5. Furthermore, 61 percent of these members report they are assigned to units within CONUS.

VII. SUPERVISOR JOB (ST078). The 100 members of this job are responsible for most of the work area or work center supervision tasks. Forty-five percent of their job time is spent in management and supervisory activities and administrative activities (see Table 3, Duties M, and O). These include supervising, counseling, and assigning work areas, and conducting and participating in meetings. They perform an average of 130 tasks. Distinctive tasks performed include:

- supervise military personnel
- counsel subordinates concerning personal matters
- conduct supervisory performance feedback sessions
- assign personnel to work areas or duty positions
- conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- write recommendations for awards or decorations
- participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting

Seventy-nine percent of the members in this job hold a 7-skill level. The predominant paygrade is E-7. The average time in service is 209 months, highest of any job group. Seventy-two percent are assigned to units in CONUS.

VIII. CONTRACT MANAGEMENT JOB (ST192). The five members in this job (1 percent of the total sample) are distinguished from the other jobs because of their performance of tasks peculiar to contract management activities. Sixty-seven percent of their job time is spent on contract management and acquisitions management activities (see Table 3, Duty J). These personnel perform an average of 42 tasks. Representative tasks performed by members of this job include:

- log IMPAC purchases into IMPAC log
- initiate or review contract renewal requests
- maintain service contract folders
- coordinate service contract development with BCO or using activities
- coordinate delivery, timeliness, and quality of contracted services with BCO
- coordinate performance work statement (PWS) packages
- maintain BPA or BDO contract files
- place calls against BPAs or BDOs
- establish local BPAs or BDOs through BCO

Within this job, 40 percent of the members maintain a 5-skill level, while 60 percent of these members hold a 7-skill level. One hundred percent have been in their present job less than 24 months, and all are assigned to units in CONUS. The predominant paygrade is E-4.

IX. CENTRAL PROCESSING AND DISTRIBUTION (CPD) JOB (ST109). The seven members of this job indicate they perform Central Processing and Distribution activities, representing 1 percent of the sample. They spend 41 percent of their time within the CPD area (see Table 3, Duty I). They perform an average of 52 tasks. Their responsibilities include restocking carts from using activities; placing items in CPD storage locations; and ordering and issuing CPD supplies. Distinctive tasks performed include:

- restock carts from using activities
- place items in CPD storage locations
- perform daily inventory of CPD supplies in using activities
- order CPD supplies

- issue CPD common-use supplies
- exchange supply carts from using activities
- fill patient nondrug item prescriptions

Fifty-seven percent of the members in this specialty job hold a 3-skill level. The paygrade ranges from E-2 through E-5. Average time in service is 69 months. All members are assigned to CONUS. Fifty-eight percent are in their first enlistment.

X. TRAINING JOB (ST537). The seven members of this job are assigned to Sheppard AFB TX and spend 72 percent of their time in training duties. They are responsible for providing formal training to career ladder incumbents. This job is distinguished from the rest of the career ladder by the following training tasks:

- conduct formal course classroom training
- develop training programs, plans, or procedures
- evaluate progress of trainees
- inspect training materials or aids for operation or suitability
- maintain training records or files
- counsel trainees on training progress
- personalize lesson plans

Like the two previous jobs, all members are assigned to CONUS. Seventy-one percent of the members in this job hold a 7-skill level. The predominant paygrade is E-5. Average time in service is 178 months, second highest of all groups.

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

GENERAL	MED		INVENTORY		WAREHOUSE		COMPUTER		MEMO
	LOGISTICS		MGT		JOB		OPS JOB		
	JOB		CLUSTER		JOB		ST147)		
	(ST120)		(ST096)		(GP047)		(ST139)		
	(N=9)		(N=230)		(N=222)		(N=58)		
<u>DUTIES</u>									
A	65		37		23		22		26
B	2		6		31		2		9
C	11		16		14		8		7
SERVICE ACTIVITIES									
D	0		1		1		0		*
E	0		*		1		2		30
OFFICE (MEMO) ACTIVITIES									
F	0		*		2		2		2
G	*		1		2		0		2
H	13		6		3		2		3
CONTROL ACTIVITIES									
I	0		1		2		*		*
(CPD) ACTIVITIES									
J	7		14		4		2		7
PERFORMING CONTRACT MANAGEMENT OR ACQUISITION MANAGEMENT ACTIVITIES									
K	2		13		10		29		8
L	0		*		*		0		*
PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL ACTIVITIES									
M	*		3		6		17		4
PERFORMING MANAGEMENT OR SUPERVISORY ACTIVITIES									
N	0		1		2		10		1
O	0		1		1		4		1
PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES									

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	WRM JOB (ST101) (N=88)	SUPV JOB (ST078) (N=100)	CONTRACT MGT JOB (ST192) (N=5)	CPD JOB (ST109) (N=7)	TNG JOB (ST537) (N=7)
A PERFORMING GENERAL MEDICAL LOGISTICS ACTIVITIES	18	14	7	10	1
B PERFORMING STORAGE AND DISTRIBUTION ACTIVITIES	18	5		25	*
C PERFORMING INVENTORY MANAGEMENT OR CUSTOMER SERVICE ACTIVITIES	9	10	3	7	0
D PERFORMING LINEN SUPPLY ACTIVITIES	*	*	3	*	0
E PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) ACTIVITIES	*	2	3	0	0
F PERFORMING WAR RESERVE MATERIEL (WRM) ACTIVITIES	31	4	0	0	0
G PERFORMING MEDICAL READINESS ACTIVITIES	3	2	*	2	0
H PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL ACTIVITIES	2	2	6	0	0
I PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) ACTIVITIES	*	*	0	41	0
J PERFORMING CONTRACT MANAGEMENT OR ACQUISITION MANAGEMENT ACTIVITIES	1	4	67	*	0
K PERFORMING COMPUTER OPERATIONS ACTIVITIES	9	3	1	8	1
L PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL ACTIVITIES	1	*	2	1	0
M PERFORMING MANAGEMENT OR SUPERVISORY ACTIVITIES	6	42	4	4	20
N PERFORMING TRAINING ACTIVITIES	2	8	0	1	72
O PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	1	3	4	*	7

* Denotes less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	GENERAL MED LOGISTICS JOB (ST120)	INVENTORY MGT CLUSTER (ST096)	WAREHOUSE JOB (GP047)	COMPUTER OPS JOB (ST147)	MEMO JOB (ST139)
NUMBER IN GROUP	9	230	222	5	58
PERCENT OF SAMPLE	1%	26%	25%	1%	6%
PERCENT IN CONUS	67%	78%	80%	80%	67%
DAFSC DISTRIBUTION:					
4A131	33%	27%	31%	0%	5%
4A151	56%	53%	39%	20%	59%
4A171	11%	20%	31%	80%	36%
4A191/CEM	0%	0%	0%	0%	0%
PREDOMINANT GRADE(S)	E-2 - E-5	E-3 - E-5	E-2 - E-6	E-5	E-4 - E-5
AVERAGE MONTHS IN CAREER FIELD	74	77	79	166	106
AVERAGE MONTHS IN SERVICE	75	82	89	167	119
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	44%	37%	41%	0%	14%
PERCENT SUPERVISING	11%	30%	42%	40%	45%
AVERAGE NUMBER OF TASKS PERFORMED	31	85	129	91	126

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	WRM JOB (ST101)	SUPV JOB (ST078)	CONTRACT MGT JOB (ST192)	CPD JOB (ST109)	TNG JOB (ST537)
NUMBER IN GROUP	88	100	5	7	7
PERCENT OF SAMPLE	10%	11%	1%	1%	1%
PERCENT IN CONUS	61%	72%	100%	100%	100%
DAFSC DISTRIBUTION:					
4A131	25%	0%	0%	57%	0%
4A151	44%	8%	60%	29%	29%
4A171	31%	79%	40%	14%	71%
4A191/CEM	0%	13%	0%	0%	0%
PREDOMINANT GRADE(S)	E-4 - E-5	E-7	E-4	E-2 - E-5	E-5
AVERAGE MONTHS IN CAREER FIELD	85	190	95	36	160
AVERAGE MONTHS IN SERVICE	100	209	103	69	178
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	30%	0%	20%	58%	0%
PERCENT SUPERVISING	44%	96%	40%	29%	57%
AVERAGE NUMBER OF TASKS PERFORMED	102	130	42	52	32

Comparison of Current Jobs to Previous Survey Findings

The results of the specialty job analysis were compared to those of the last Medical Materiel OSR published in 1991. Although the job titles vary among these studies, generally the tasks that personnel perform are the same. As shown in Table 5, all but one of the 1997 jobs, General Medical Logistics Job, accounting for 1 percent of the respondents, were identified in the 1991 OSR.

TABLE 5
COMPARISON OF JOB GROUPS IN CURRENT STUDY
VERSUS THE 1991 STUDY

1997 STUDY <u>(N=893)</u>	1991 STUDY <u>(N=1,056)</u>
General Medical Logistics Job	Not Identified
Inventory Management Cluster	Stock Records and Local Purchase Cluster
Warehouse Job	Warehouse Cluster
Computer Operations Job	Computer Operations Independent Job
Medical Equipment Management Office (MEMO) Job	Medical Equipment Management Office (MEMO) Cluster
War Reserve Materiel (WRM) Job	War Reserve Materiels Cluster
Supervisor Job	NCOIC/Supervisory Job
Contract Management Job	Contract Management Independent Job
Central Processing and Distribution (CPD) Job	Central Processing and Distribution (CPD) Cluster
Training Job	Resident Training Instructor Independent Job

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Specialty Description* and the Career Field Education and Training Plan, reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs is displayed in Table 6, while Table 7 offers another perspective by displaying the relative percent time spent on each duty across the skill-level groups. A typical pattern of progression is noted within the AFSC 4A1X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks involving medical materiel accounts. As incumbents move up to the 7-skill level, higher percentages work in the supervisory jobs, but many personnel still spend some time on medical materiel accounts. At the 9-skill level and CEM, individuals have moved away from the technical job completely and are performing supervisory and management jobs.

Skill-Level Descriptions

DAFSC 4A131. Representing 24 percent of the survey sample, these 217 airmen perform an average of 64 tasks. Thirty-one percent of these airmen work in the Warehouse Job (see Table 6). Additionally, 28 percent of these members are working in the Inventory Management Cluster and 10 percent are in the War Materiel Reserve Job.

Representative tasks performed by 3-skill level incumbents are listed in Table 8. Most tasks are general medical logistics activities and computer operations activities and relate to Duty A (Performing General Medical Logistics Activities) and Duty K (Performing Computer Operations Activities).

DAFSC 4A151. Representing 40 percent of the survey sample (largest DAFSC group of the survey), these airmen perform an average of 94 tasks (somewhat higher than 3-skill level members). Thirty-five percent work in the Inventory Management Cluster. Smaller percentages of 5-skill level members are found in the Warehouse Job (24 percent), WRM Job (11 percent), and MEMO Job (10 percent) (see Table 6).

Table 9 lists representative tasks performed by all 5-skill level personnel. Table 10 reflects those tasks which best differentiate 5-skill level personnel from their 3-skill level counterparts. All but one task in the table show a negative value, indicating that 5-skill level personnel are

performing essentially the same technical tasks performed at the 3-skill level. The major difference between the two groups is that 5-skill level personnel perform a broader range of tasks, many being supervisory or training tasks.

DAFSC 4A171. Seven-skill level personnel represent 34 percent of the survey sample. Unlike their junior counterparts at the 3- and 5-skill levels, 26 percent of these personnel are working in the Supervisor Job. However, 22 percent of the 7-skill level personnel are still working in the Warehouse Job and 15 percent in the Inventory Management Cluster (see Table 5).

Table 11 lists the most time consuming tasks performed by these airmen. Most of these involve general medical logistics and supervisory functions. Table 12 shows those tasks which best differentiate the 5- and 7-skill levels. As expected, the key difference is a much greater emphasis on supervisory functions at the 7-skill level.

DAFSC 4A191/CEM. The 16 senior NCOs in the 9-skill level/CEM group represent 2 percent of the survey sample. Eighty-one percent are working in the Supervisor Job (see Table 6).

Table 13 lists the most time consuming tasks performed by these senior NCOs. Most of these involve supervisory or management functions. Table 14 shows those tasks which best differentiate between the 7- and 9-skill level/CEM groups. As expected, the key difference is the emphasis on management functions at the 9-skill level/CEM, while 7-skill level personnel are still performing many of the technical tasks.

Summary

Progression in this career ladder follows a regular pattern of highly technical job focus at the lower skill levels, with a broadening into supervision and management at the 7- and 9-skill level/CEM. An emphasis is clearly seen in performing the Inventory Management and Warehouse jobs at the 3- and 5-skill levels, with some broadening into supervisory functions at the 5-skill level. Craftsmen at the 7-skill level are beginning to shift to supervisory jobs, but a good deal of their job time is still spent in the technical arena. The 9-skill level/CEM personnel are primarily supervisors and managers of the career ladder. This progression is easily seen in Table 6 and serves the career ladder by providing a regular progression from the 3- to 9-skill level/CEM.

TABLE 6

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	DAFSC 4A131 (N=217)	DAFSC 4A151 (N=357)	DAFSC 4A171 (N=303)	DAFSC 4A191/CEM (N=16)
I. General Medical Logistics Job	1	1	*	0
II. Inventory Management Cluster	28	35	15	0
III. Warehouse Job	31	24	22	0
IV. Computer Operations Job	0	*	1	0
V. Medical Equipment Management Office (MEMO) Job	1	10	7	0
VI. War Reserve Materiel Job	10	11	9	0
VII. Supervisor Job	0	2	26	81
VIII. Contract Management Job	0	1	1	0
IX. Central Processing and Distribution (CPD) Job	1	1	*	0
X. Training Job	0	1	2	0
XI. Not Grouped	28	14	17	19

* Less than 1 percent

TABLE 7

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 4A131 (N=217)	DAFSC 4A151 (N=357)	DAFSC 4A171 (N=303)	DAFSC 4A191/CEM (N=16)
A PERFORMING GENERAL MEDICAL LOGISTICS ACTIVITIES	29	29	22	9
B PERFORMING STORAGE AND DISTRIBUTION ACTIVITIES	23	15	11	1
C PERFORMING INVENTORY MANAGEMENT OR CUSTOMER SERVICE ACTIVITIES	11	13	12	5
D PERFORMING LINEN SUPPLY ACTIVITIES	1	1	*	*
E PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) ACTIVITIES	2	5	4	3
F PERFORMING WAR RESERVE MATERIEL (WRM) ACTIVITIES	5	5	4	7
G PERFORMING MEDICAL READINESS ACTIVITIES	2	2	2	2
H PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL ACTIVITIES	4	4	3	1
I PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) ACTIVITIES	4	2	1	*
J PERFORMING CONTRACT MANAGEMENT OR ACQUISITION MANAGEMENT ACTIVITIES	7	9	6	2
K PERFORMING COMPUTER OPERATIONS ACTIVITIES	12	11	6	1
L PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL ACTIVITIES	*	*	1	1
M PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	1	4	20	52
N PERFORMING TRAINING ACTIVITIES	*	2	6	11
O PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	*	1	2	4

* Denotes less than 1 percent

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY 4A131 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=217)
A35 PERFORM OPERATING BALANCE INQUIRIES	79
A36 PERFORM TRANSACTION HISTORY INQUIRIES	79
K438 OPERATE MEDLOG TERMINALS	66
K437 OPERATE MEDLOG PRINTERS	64
A26 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	64
A17 ESTABLISH OR MAINTAIN MASTER RECORDS	63
C163 PERFORM MEDLOG INQUIRIES	62
K444 PROCESS END-OF-DAY (EOD) ROUTINES	62
A34 PERFORM ITEM MASTER INQUIRIES	59
A46 RESEARCH EXISTING STOCK NUMBERS	59
B115 PROCESS RECEIPT TRANSACTIONS	56
A31 PERFORM DUE-IN FILE INQUIRIES	54
B95 LOAD OR UNLOAD MATERIEL	54
K436 OPERATE MEDLOG CENTRAL PROCESSING UNITS (CPUs)	53
A43 PROCESS DUE-OUT ITEM REVERSALS	52
A18 INFORM USING ACTIVITIES OF MATERIEL DELIVERY DATES	51
A48 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS	50
B101 OPERATE MATERIEL-HANDLING EQUIPMENT, SUCH AS PALLET JACKS OR SMALL FORKLIFTS	50
A44 PROCESS LOCAL PURCHASE RECEIPTS	49
B96 LOCATE AND PULL ISSUES, OTHER THAN LINENS, CONTROLLED, OR SECURITY MEDICAL ITEMS	48
K440 PERFORM COLD TERMINATIONS	47
K429 INITIATE ON-LINE SESSIONS	47
A4 COMPARE PHYSICAL COUNT WITH INVENTORY LISTINGS	46
A42 PROCESS DUE-IN ITEM CANCELLATIONS	46
K424 DISTRIBUTE COMPUTER PRODUCTS	46
K439 PERFORM COLD STARTS	46

* Average Number of Tasks Performed - 64

TABLE 9

REPRESENTATIVE TASKS PERFORMED BY 4A151 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=357)
A36 PERFORM TRANSACTION HISTORY INQUIRIES	85
A35 PERFORM OPERATING BALANCE INQUIRIES	80
A34 PERFORM ITEM MASTER INQUIRIES	76
C163 PERFORM MEDLOG INQUIRIES	75
K438 OPERATE MEDLOG TERMINALS	72
K437 OPERATE MEDLOG PRINTERS	72
A17 ESTABLISH OR MAINTAIN MASTER RECORDS	72
A26 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	68
A31 PERFORM DUE-IN FILE INQUIRIES	64
K444 PROCESS END-OF-DAY (EOD) RECEIPTS	62
A48 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS	61
A46 RESEARCH EXISTING STOCK NUMBERS	61
A43 PROCESS DUE-OUT ITEM REVERSALS	60
A18 INFORM USING ACTIVITIES OF MATERIEL DELIVERY DATES	59
A1 ACCESS ON-LINE USER'S MANUAL	58
B115 PROCESS RECEIPT TRANSACTIONS	57
A2 ANNOTATE OR COMPLETE CANCELLATION DOCUMENTS	57
A52 REVISE MASTER RECORDS	57
A42 PROCESS DUE-IN ITEM CANCELLATIONS	56
A21 INPUT GAINS, LOSSES, OR CATALOG CHANGES	55
A45 RESEARCH MEDIA FOR NATIONAL STOCK NUMBERS OR DEPOT AVAILABILITY	55
K424 DISTRIBUTE COMPUTER PRODUCTS	55

* Average Number of Tasks Performed - 94

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSCs 4A131 AND 4A151 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	DAFSC 4A131 (N=217)	DAFSC 4A151 (N=357)	DIFF
B89 INSPECT AND REPACK FIRST-AID OR SURVIVAL KITS	36	20	16
A28 PERFORM ON-LINE QUERIES USING REPORT EXTRACT PROCESS	24	51	-27
N381 CONDUCT OJT	4	28	-24
M499 COUNSEL SUBORDINATES CONCERNING PERSONAL MATTERS	1	25	-24
M495 CONDUCT SUPERVISORY PERFORMANCE FEEDBACK SESSIONS	*	24	-23
A1 ACCESS ON-LINE USER'S MANUAL	35	58	-23
A11 DELETE MASTER RECORDS	24	47	-23
M569 SUPERVISE MILITARY PERSONNEL	1	23	-22
C178 RESEARCH FEDERAL LOGISTICS SYSTEM (FEDLOG)	1	23	-22
A22 INPUT INVENTORY TRANSFER TRANSACTIONS	25	46	-21
A54 UPDATE MEDICAL LOGISTICS (MEDLOG) NOTEBOOK TRANSACTIONS	16	36	-20
J371 COMPARE MONTHLY STATEMENTS TO INTERNATIONAL MERCHANTS PURCHASE AUTHORIZATION CARD (IMPAC) LOG	10	30	-20
A19 INITIATE DOCUMENTS FOR OUTSHIPMENTS	28	47	-19
A14 DETERMINE REQUISITION PRIORITIES	28	47	-19
J399 LOG IMPAC PURCHASES INTO IMPAC LOG	15	33	-18
A2 ANNOTATE OR COMPLETE CANCELLATION DOCUMENTS	39	57	-18
K432 LOAD SYSTEM RELEASES	2	20	-18
J397 INQUIRE BCAS FILES	16	34	-18
A34 PERFORM ITEM MASTER INQUIRIES	59	76	-17
M510 DEVELOP OR ESTABLISH WORK METHODS OR PROCEDURES	1	18	-17

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY 4A171 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=303)
A26 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	82
A36 PERFORM TRANSACTION HISTORY INQUIRIES	78
A35 PERFORM OPERATING BALANCE INQUIRIES	77
A34 PERFORM ITEM MASTER INQUIRIES	75
C163 PERFORM MEDLOG INQUIRIES	72
K438 OPERATE MEDLOG TERMINALS	67
M569 SUPERVISE MILITARY PERSONNEL	66
M495 CONDUCT SUPERVISORY PERFORMANCE FEEDBACK SESSIONS	64
N581 CONDUCT OJT	64
A17 ESTABLISH OR MAINTAIN MASTER RECORDS	64
A1 ACCESS ON-LINE USER'S MANUAL	63
A31 PERFORM DUE-IN FILE INQUIRIES	62
A21 INPUT GAINS, LOSSES, OR CATALOG CHANGES	62
A4 COMPARE PHYSICAL COUNT WITH INVENTORY LISTINGS	62
M499 COUNSEL SUBORDINATES CONCERNING PERSONAL MATTERS	61
K437 OPERATE MEDLOG PRINTERS	60
A28 PERFORM ON-LINE QUERIES USING REPORT EXTRACT PROCESS (REP)	59
A48 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS	58
A46 RESEARCH EXISTING STOCK NUMBERS	55
A52 REVISE MASTER RECORDS	55
A22 INPUT INVENTORY TRANSFER TRANSACTIONS	54
A43 PROCESS DUE-OUT ITEM REVERSALS	53
M487 ASSIGN PERSONNEL TO WORK AREAS OR DUTY POSITIONS	52
M504 DETERMINE OR ESTABLISH WORK ASSIGNMENTS OR PRIORITIES	51
B115 PROCESS RECEIPT TRANSACTIONS	51
M521 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	51
B48 DIRECT UTILIZATION OF PERSONNEL	51
A23 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	51

* Average Number of Tasks Performed - 119

TABLE 12

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSCs 4A151 AND 4A171 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS		DAFSC 4A151 (N=357)	DAFSC 4A171 (N=301)	DIFF
K423	DECOLLATE AND TEAR DOWN COMPUTER RUNS	54	31	23
K444	PROCESS END-OF-DAY (EOD) ROUTINES	62	40	22
K424	DISTRIBUTE COMPUTER PRODUCTS	55	33	22
M569	SUPERVISE MILITARY PERSONNEL	23	66	-43
M495	CONDUCT SUPERVISORY PERFORMANCE FEEDBACK SESSIONS	24	64	-40
M487	ASSIGN PERSONNEL TO WORK AREAS OR DUTY POSITIONS	12	52	-40
M574	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	9	49	-40
M572	WRITE PERFORMANCE REPORTS OR SUPERVISORY APPRAISALS	15	51	-36
N581	CONDUCT OJT	28	64	-36
M499	COUNSEL SUBORDINATES CONCERNING PERSONAL MATTERS	28	64	-36
M521	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	16	51	-35
M490	CONDUCT GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS	12	47	-35
M504	DETERMINE OR ESTABLISH WORK ASSIGNMENTS OR PRIORITIES	17	51	-34
M496	CONDUCT SUPERVISORY ORIENTATIONS FOR NEWLY ASSIGNED PERSONNEL	13	47	-34
M512	DIRECT TRAINING FUNCTIONS	10	43	-33
M566	SCHEDULE WORK ASSIGNMENTS OR PRIORITIES	7	39	-32

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY 4A191/CEM PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=16)
M529 EVALUATE LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, TOOLS, PARTS, SUPPLIES, OR WORKSPACE	88
M526 EVALUATE INSPECTION REPORT FINDINGS OR INSPECTION PROCEDURES	88
M531 EVALUATE MOBILITY, CONTINGENCY, DISASTER PREPAREDNESS, OR UNIT EMERGENCY OR ALERT PLANS	88
A26 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	81
M490 CONDUCT GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS	81
M533 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR SPECIAL AWARDS	81
M510 DEVELOP OR ESTABLISH WORK METHODS OR PROCEDURES	81
M564 SCHEDULE PERSONNEL FOR SCHOOLS, TEMPORARY DUTY (TDY), NONTECHNICAL TRAINING, TECHNICAL TRAINING, LEAVES, OR PASSES	81
M502 DETERMINE OR ESTABLISH MEDICAL MATERIEL LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, TOOLS, PARTS, SUPPLIES, OR WORKSPACE	81
M574 WRITE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	81
M563 REVIEW DRAFTS OF POLICY DIRECTIVES, MANUALS, OR INSTRUCTIONS	81
M561 REVIEW DBOF OPERATING PROGRAM STATUS	81
M515 DRAFT BUDGET REQUIREMENTS	75
M487 ASSIGN PERSONNEL TO WORK AREAS OR DUTY POSITIONS	75
M499 COUNSEL SUBORDINATES CONCERNING PERSONAL MATTERS	75
M579 SUPERVISE MILITARY PERSONNEL	75
M504 DETERMINE OR ESTABLISH WORK ASSIGNMENTS OR PRIORITIES	75
M495 CONDUCT SUPERVISORY PERFORMANCE FEEDBACK SESSIONS	75

* Average Number of Tasks Performed - 95

TABLE 14

**TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSCs 4A171 AND 4A191/CEM PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	DAFSC 4A171 (N=303)	DAFSC 4A191/CEM (N=16)	DIFF
A17 ESTABLISH OR MAINTAIN MASTER RECORDS	64	6	58
A34 PERFORM ITEM MASTER INQUIRIES	75	19	56
A21 INPUT GAINS, LOSSES, OR CATALOG CHANGES	62	13	49
A30 PERFORM AND PROCESS FOLLOW-UP ACTIONS ON PAST-DUE REQUISITIONS	47	0	47
B115 PROCESS RECEIPT TRANSACTIONS	51	6	45
A42 PROCESS DUE-IN ITEM CANCELLATIONS	50	6	44
C178 RESEARCH FEDERAL LOGISTICS SYSTEM (FEDLOG)	50	6	44
A52 REVISE MASTER RECORDS	55	13	42
A44 PROCESS LOCAL PURCHASE RECEIPTS	49	6	43
A19 INITIATE DOCUMENTS FOR OUTSHIPMENTS	42	0	42
C80 EVALUATE INSPECTION REPORT FINDINGS OR INSPECTION PROCEDURES	14	88	-74
M531 EVALUATE MOBILITY, CONTINGENCY, DISASTER PREPAREDNESS, OR UNIT EMERGENCY OR ALERT PLANS	17	88	-71
M561 REVIEW DBOF OPERATING PROGRAM STATUS	12	81	-69
M563 REVIEW DRAFTS OF POLICY DIRECTIVES, MANUALS, OR INSTRUCTIONS	20	81	-61
M529 EVALUATE LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, TOOLS, PARTS, SUPPLIES, OR WORKSPACE	30	88	-58
M515 DRAFT BUDGET REQUIREMENTS	18	75	-57

TRAINING ANALYSIS

Occupational survey data are one of many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the job being performed by first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

First-Enlistment Personnel

In this study, there are 274 members in their first enlistment (1-48 months TAFMS), representing 31 percent of the total survey sample. Table 15 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, it is clearly evident that most first-enlistment personnel are primarily performing tasks under Duty A (Performing General Medical Logistics Activities), and Duty B (Performing Storage and Distribution Activities). Not surprisingly, 31 percent work in the Inventory Management Job, and 30 percent in the Warehouse Job (see Figure 2).

Table 16 lists representative tasks performed by first-enlistment personnel. Most involve general medical logistics tasks, such as performing transaction history inquiries, operating MEDLOG terminals and printers, and performing operating balance inquiries.

Table 17 lists all of the equipment maintained by 30 percent or more of first-enlistment airmen. Most commonly maintained equipment include MEDLOG System, calculators, pagers, hydraulic pallet jack, and forklift.

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment personnel training (see Table 18 for the top-rated tasks), along with a measure of the difficulty of the JI tasks (see selected high rated tasks presented in Table 19). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low

task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601, and allows course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Table 18 presents tasks with the highest TE ratings for AFSC 4A1X1 first-enlistment airmen, while Table 19 displays those tasks AFSC 4A1X1 raters judged to be most difficult to learn how to do. For example, TE raters (refer to Table 18) reported that tasks such as process receipt transactions, annotate receipt documents, process end-of day (EOD) routines, perform cold starts and terminations, and operate MEDLOG terminals require a lot of training emphasis and, from the data, most airmen in their first job and within their first enlistment are performing these tasks. Table 19 shows TD raters reported reviewing project drawings or specifications for medical construction projects, evaluating construction requirements, participating in medical military construction program item formulations, developing medical facility parking area plans, and repairing medical activities equipment to be the most difficult tasks to learn. However, due to the low numbers of individuals performing these type of tasks, every task would be inappropriate for including in a technical resident curriculum and are more appropriately taught as an OJT item.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate, ATI information, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.)

TABLE 15

**RELATIVE PERCENT TIME SPENT ON DUTIES BY FIRST-ENLISTMENT PERSONNEL
(N=274)**

DUTIES	PERCENT TIME SPENT
A PERFORMING GENERAL MEDICAL LOGISTICS ACTIVITIES	29
B PERFORMING STORAGE AND DISTRIBUTION ACTIVITIES	22
C PERFORMING INVENTORY MANAGEMENT OR CUSTOMER SERVICE ACTIVITIES	12
D PERFORMING LINEN SUPPLY ACTIVITIES	1
E PERFORMING MEDICAL EQUIPMENT MANAGEMENT OFFICE (MEMO) ACTIVITIES	2
F PERFORMING WAR RESERVE MATERIEL (WRM) ACTIVITIES	5
G PERFORMING MEDICAL READINESS ACTIVITIES	2
H PERFORMING DOCUMENT CONTROL OR QUALITY CONTROL ACTIVITIES	4
I PERFORMING CENTRAL PROCESSING AND DISTRIBUTION (CPD) ACTIVITIES	3
J PERFORMING CONTRACT MANAGEMENT OR ACQUISITION MANAGEMENT ACTIVITIES	7
K PERFORMING COMPUTER OPERATIONS ACTIVITIES	12
L PERFORMING FACILITIES MANAGEMENT OR CONTINGENCY HOSPITAL ACTIVITIES	*
M PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	*
N PERFORMING TRAINING ACTIVITIES	*
O PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	*

* Denotes less than 1 percent

FIRST-ENLISTMENT PERSONNEL JOBS (N=274)

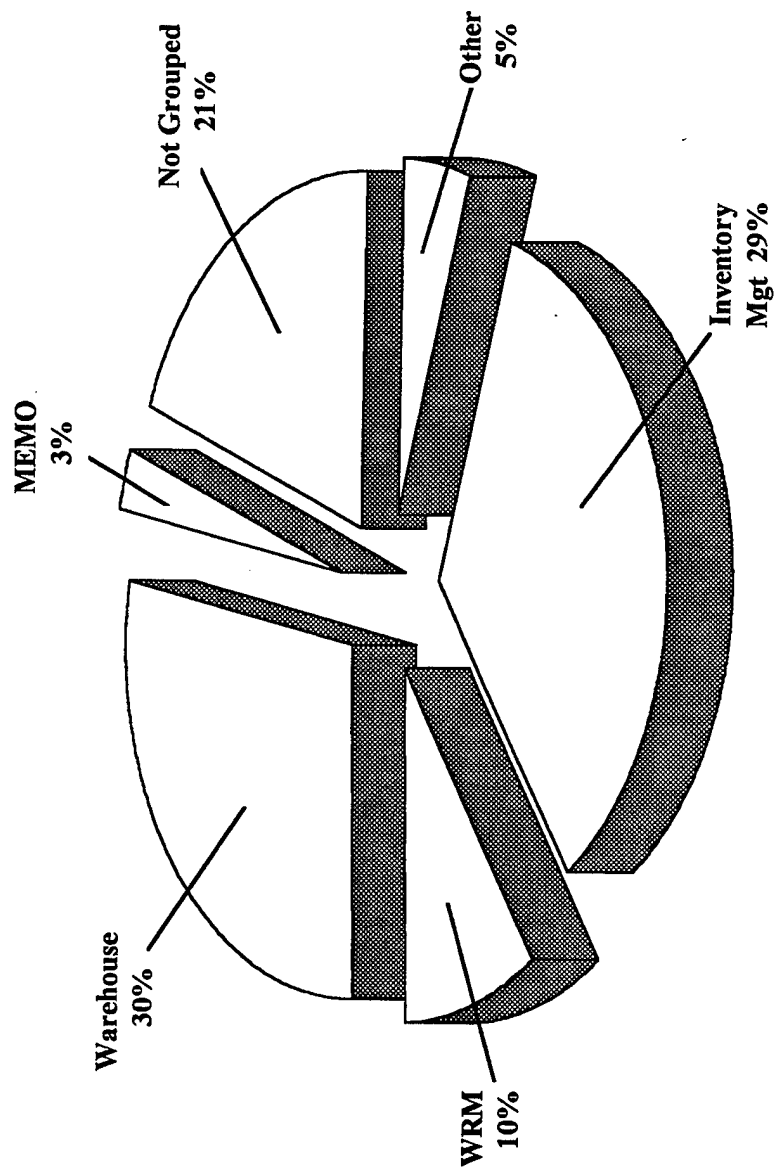


FIGURE 2

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY AFSC 4A1X1
FIRST-ENLISTMENT PERSONNEL
(N=274)

TASKS	PERCENT MEMBERS PERFORMING
A36 PERFORM TRANSACTION HISTORY INQUIRIES	80
A35 PERFORM OPERATING BALANCE INQUIRIES	78
K438 OPERATE MEDLOG TERMINALS	70
K437 OPERATE MEDLOG PRINTERS	69
A17 ESTABLISH OR MAINTAIN MASTER RECORDS	67
C163 PERFORM MEDLOG INQUIRIES	67
K444 PROCESS END-OF-DAY (EOD)ROUTINES	65
A26 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	64
A34 PERFORM ITEM MASTER INQUIRIES	63
A46 RESEARCH EXISTING STOCK NUMBERS	60
B115 PROCESS RECEIPT TRANSACTIONS	59
K436 OPERATE MEDLOG CENTRAL PROCESSING UNITS (CPUs)	56
B95 LOAD OR UNLOAD MATERIEL	55
A18 INFORM USING ACTIVITIES OF MATERIEL DELIVERY DATES	55
A31 PERFORM DUE-IN FILE INQUIRIES	54
A48 RESPOND TO CUSTOMER INQUIRIES, OTHER THAN DUE-IN INQUIRIES OR ITEM CANCELLATIONS	53
A43 PROCESS DUE-OUT ITEM REVERSALS	52
K429 INITIATE ON-LINE SESSIONS	51
K424 DISTRIBUTE COMPUTER PRODUCTS	51
B101 OPERATE MATERIEL-HANDLING EQUIPMENT, SUCH AS PALLET JACKS OR SMALL FORKLIFTS	50
A44 PROCESS LOCAL PURCHASE RECEIPTS	50
K439 PERFORM COLD STARTS	50
A4 COMPARE PHYSICAL COUNT WITH INVENTORY LISTINGS	50

Average Number of Tasks Performed - 70

TABLE 17

EQUIPMENT MAINTAINED BY
30 PERCENT OR MORE FIRST-ENLISTMENT AFSC 4A1X1 PERSONNEL

EQUIPMENT	1ST JOB (N=164)	1ST ENL (N=274)
MEDICAL LOGISTICS (MEDLOG) SYSTEM	85	85
CALCULATOR	55	57
TRUCK, 1-1/2 TON	49	50
PAGER	45	45
JACK, HYDRAULIC PALLET	42	43
FORKLIFT	32	36
STEEP STOOL	35	35
TRUCK, HAND	33	35
LADDER	35	32
MACHINE, LABELING	32	31
TRUCK, PICK-UP	30	31

TABLE 18

TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	PERCENT MEMBERS PERFORMING					TASK DIFF**
	TNG EMP*	1ST			(N = 274)	
		JOB	ENL			
			(N= 164)			
B115	6.96	59	59		4.38	
B67	6.43	45	47		3.38	
K444	6.41	61	65		4.58	
K439	6.17	40	47		4.85	
K440	6.15	46	49		4.10	
K429	6.15	46	51		3.69	
K438	6.04	64	70		3.70	
C171	6.00	33	39		3.71	
K430	5.91	39	46		4.19	
C163	5.91	62	67		3.08	
K436	5.91	55	56		4.16	
H337	5.87	10	11		4.57	
A17	5.85	60	67		3.73	
A44	5.83	48	50		4.09	
K437	5.80	65	69		3.70	

* Mean TE Rating is 2.28, and Standard Deviation is 1.68 (High TE = 3.96)

** Average TD Rating is 5.00

TABLE 19

TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFF*	PERCENT MEMBERS PERFORMING							TNG EMP
		1ST JOB (N=164)	1ST ENL (N=274)	5-SKL LVL (N=357)	7-SKL LVL (N=303)	9/ CEM (N=16)			
A28	7.50	24	26	51	59	44	4.00		
L483	7.49	0	0	1	0	6	.00		
J374	7.44	0	2	6	11	6	.70		
L471	7.39	0	0	1	1	6	.00		
O619	7.27	1	0	3	24	75	1.13		
L479	7.18	0	0	1	0	6	.00		
M505	7.16	0	0	1	10	63	.43		
G319	7.14	0	0	2	12	25	.35		
L468	7.13	0	0	1	1	0	.00		
G303	6.97	1	2	3	14	38	.48		
L481	6.96	1	1	2	0	0	.22		
N599	6.95	0	0	0	2	0	.22		
C128	6.94	85	10	12	31	13	1.54		
N585	6.92	0	0	3	6	0	.28		
M515	6.90	0	0	1	8	38	.20		

* Average TD Rating is 5.00

Specialty Training Standard (STS)

A comprehensive review of STS 4A1X1, dated December 1996, compared STS items to survey data. STS paragraphs containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623 (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in a skill level (criterion group) of the AFSC).

This STS is very well supported by survey data. Only one performance-coded element, 12.8, Perform quality control of source documents and corrective action, was not supported. Training personnel and SMEs should review this element to determine if it warrants remaining in the STS.

Tasks not matched to any element of the STS are listed at the end of the STS computer listing. These were reviewed to determine if there were any tasks concentrated around any particular functions or jobs. Those technical tasks performed by 20 percent or more respondents of the STS target groups, but which were not referenced to any STS element, are displayed in Table 20. Training personnel and SMEs should consider these unreferenced tasks to determine if inclusion in the STS is justified.

Plan of Instruction (POI)

POI J3ABR4A131-000, Medical Materiel Apprentice, (Tentative), was reviewed against OSR data and the job structure described in the **SPECIALTY JOBS** section. JI tasks were matched to related training objectives in the entry level course, with assistance from technical school SMEs. The method employed was similar to that used to review the STS.

POI blocks, units of instruction, and learning objectives were compared to the standard set forth in AETCI 36-2601, Attachment 2 (30 percent or more of the first-enlistment group performing tasks trained, along with sufficiently high TE and TD ratings on those tasks). By this guidance, tasks trained in the course which do not meet these criteria should be considered for elimination from the formal course, if not justified on some other acceptable basis.

From a review of the overall POI, the course gives newly assigned airmen a good introduction to the major aspects of the jobs which will most likely be performed in their first assignment. Only six proficiency coded learning objectives listed are not supported by survey data. Table 21 lists examples of these proficiency-coded objectives. These learning objectives should be reviewed by training personnel to see if they should remain in the POI. Table 22 lists technical tasks performed by 30 percent or more first-enlistment personnel, but not referenced by the POI. Training personnel should also review these tasks.

TABLE 20

**EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE
GROUP MEMBERS AND NOT REFERENCED TO THE STS**

TASKS	PERCENT MEMBERS PERFORMING						
	1ST JOB	1ST ENL	DAFSC 4A151	DAFSC 4A171	DAFSC 4A191/ CEM	TNG EMP	TSK DIF
A18	46	55	59	47	191	2.85	3.00
A28	24	26	51	59	44	4.00	7.50
A43	49	52	50	53	13	4.30	5.95
B74	35	34	30	24	0	2.43	3.73
DRMO							
B110	33	33	31	26	6	2.74	3.11
H324	20	28	29	24	0	5.30	3.37
J375	20	27	35	32	13	3.65	4.42
Complete computer-generated purchase order or received documents							
K440	46	49	52	42	69	6.15	4.10
K441	31	37	46	36	6	5.52	4.09
Perform cold terminations							
K443	19	24	25	14	0	3.41	3.33
K445	14	20	25	30	0	3.63	5.64
K448	27	32	38	27	6	4.63	4.58
Perform operator maintenance on computer systems, such as changing ribbons or performing user backups							
Pick up or distribute computer media							
Process end-of fiscal year (EOFY) routines							
Transfer system files to floppy diskettes							

TABLE 21

**EXAMPLES OF POI ITEMS NOT SUPPORTED BY OSR DATA
(PERCENT MEMBERS PERFORMING)**

<u>POI REFERENCE/TASK</u>	<u>TNG EMP</u>	<u>1ST JOB (N=164)</u>	<u>1ST ENL (N=274)</u>	<u>TSK DIF</u>
<i>III. 1a. Identify types of controlled medical items</i>				
B116 Receive controlled medical items	2.70	8	7	4.77
<i>IV. 3d. Identify facts about alternative procurement methods for LP items</i>				
J416 Requisition materials using credit cards	3.67	7	13	4.70

TABLE 22

**SAMPLE OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
4A1X1 FIRST-ENLISTMENT MEMBERS BUT NOT REFERENCED BY POI
(PERCENT MEMBERS PERFORMING)**

<u>TASKS</u>		PERCENT MEMBERS PERFORMING		
		<u>TNG EMP</u>	<u>1ST ENL (N=274)</u>	<u>TSK DIF</u>
A2	Annotate or complete cancellation documents	3.89	41	3.71
A18	Inform using activities of materiel delivery dates	2.85	55	3.00
A23	Input medical materiel requirements lists	5.13	34	4.22
A25	Maintain commissary accounts	1.30	64	3.83
A37	Post pre-issues against operating records	4.09	34	3.79
B89	Inspect and repack first-aid or survival kits	4.74	35	4.43
K448	Transfer system files to floppy diskettes	4.63	32	4.58

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction.

Table 23 presents job satisfaction data for AFSC 4A1X1 TAFMS groups, together with TAFMS data for a comparative sample of Medical career ladders surveyed in 1996. First-enlistment personnel find their job uninteresting and do not get much of a sense of accomplishment from the work performed. Second term and career groups show much better satisfaction across most indicators.

An indication of how job satisfaction perceptions have changed over time is provided in Table 24, where again TAFMS data for 1997 survey respondents are presented, along with data from respondents to the last OSR. Reviewing this table, job interest has decreased for first and second termers since 1991. Utilization of training has improved across all three TAFMS groups. Reenlistment intentions remain the same.

In Table 25, review of the job satisfaction data for personnel in the specialty jobs identified in this survey reveals that airmen responded very positively to all the indicators listed, except for Central Processing and Distribution Job incumbents, who expressed low rating in all areas.

TABLE 23

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1997 4A1X1 (N=274)	COMP SAMPLE* (N=1,251)	1997 4A1X1 (N=176)	COMP SAMPLE* (N=1,813)	1997 4A1X1 (N=443)	COMP SAMPLE* (N=1,839)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	53	72	69	75	78	82
SO-SO	26	15	25	15	15	12
DULL	21	12	12	9	7	6
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECT	64	76	79	80	77	84
LITTLE OR NOT AT ALL	36	23	21	19	13	16
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECT	88	85	89	80	91	79
LITTLE OR NOT AT ALL	12	15	11	19	9	21
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	58	70	74	70	78	74
NEUTRAL	18	13	11	12	10	9
DISSATISFIED	24	17	14	17	12	17
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	56	56	70	67	71	74
NO, OR PROBABLY NO	43	43	29	32	10	10
PLAN TO RETIRE	1	*	1	*	19	19

* Denotes less than 1 percent

** Comparative sample of medical career ladders surveyed in 1996 (includes AFSC 4A0X1, Health Services Management; AFSC 4B0X1, Bioenvironmental Engineering; AFSC 4H0X1, Cardiopulmonary Laboratory; AFSC 4J0X1, Occupational Therapy; and AFSC 4N0X1A/B, Medical Services)

TABLE 24

**COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 4A1X1 TAFMS GROUPS
IN CURRENT STUDY TO PREVIOUS STUDY
(PERCENT MEMBERS RESPONDING)**

JOB SATISFACTION INFORMATION	1-48 MOS		TAFMS		49-96 MOS		TAFMS		97+ MOS		TAFMS	
	1997	4A1X1	1991	915X0	1997	4A1X1	1991	915X0	1997	4A1X1	1991	915X0
	(N=274)		(N=380)	(N=380)	(N=176)		(N=289)		(N=443)		(N=380)	
<u>EXPRESSED JOB INTEREST:</u>												
INTERESTING	53		79		69		76		78		78	
SO-SO	26		10		18		12		15		12	
DULL	21		9		13		9		7		8	
<u>PERCEIVED UTILIZATION OF TALENTS:</u>												
FAIRLY WELL TO PERFECT	64		84		79		80		77		81	
LITTLE OR NOT AT ALL	36		16		21		20		13		19	
<u>PERCEIVED UTILIZATION OF TRAINING:</u>												
FAIRLY WELL TO PERFECT	88		80		89		79		91		77	
LITTLE OR NOT AT ALL	12		20		11		21		9		22	
<u>REENLISTMENT INTENTIONS:</u>												
YES, OR PROBABLY YES	56		55		70		77		78		77	
NO, OR PROBABLY NO	43		42		29		21		10		8	
WILL RETIRE	1		1		1		1		12		13	

TABLE 25

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	GENERAL MEDICAL LOGISTICS (ST120) (N=9)	INVENTORY MGT (ST096) (N=230)	WAREHOUSE (GP047) (N=222)	COMPUTER OPS (ST147) (N=5)	MEMO (ST295) (N=58)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	78	67	64	80	76
SO-SO	11	24	20	0	12
DULL	11	8	16	20	12
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECT	100	82	74	80	82
LITTLE OR NOT AT ALL	0	18	26	20	19
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECT	100	94	91	80	93
LITTLE OR NOT AT ALL	0	6	9	20	7
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	89	75	68	60	78
NEUTRAL	11	14	11	0	7
DISSATISFIED	0	11	20	40	16
<u>REENLISTMENT INTENTIONS:</u>					
YES, OR PROBABLY YES	89	69	67	80	71
NO, OR PROBABLY NO	11	29	26	0	17
WILL RETIRE	0	2	6	20	12

TABLE 25 (CONTINUED)

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	WRM (ST101) (N=31)	SUPERVISOR (ST078) (N=114)	CONTRACT MGT (ST192) (N=5)	CPD (ST109) (N=7)	TNG (ST537) (N=7)
<u>EXPRESSED JOB INTEREST:</u>					
INTERESTING	69	91	80	43	71
SO-SO	14	6	20	14	29
DULL	17	3	0	43	0
<u>PERCEIVED UTILIZATION OF TALENTS:</u>					
FAIRLY WELL TO PERFECT	74	82	100	43	100
LITTLE OR NOT AT ALL	26	18	0	57	0
<u>PERCEIVED UTILIZATION OF TRAINING:</u>					
FAIRLY WELL TO PERFECT	87	98	80	43	100
LITTLE OR NOT AT ALL	12	2	20	57	0
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>					
SATISFIED	66	89	100	29	100
NEUTRAL	15	7	0	14	0
DISSATISFIED	19	4	0	57	0
<u>REENLISTMENT INTENTIONS:</u>					
YES, OR PROBABLY YES	66	62	80	43	86
NO, OR PROBABLY NO	26	8	20	43	0
PLAN TO RETIRE	8	30	0	14	14

IMPLICATIONS

As explained in the **INTRODUCTION**, this survey was conducted primarily to gather current data for use in evaluating the effectiveness of training within the Medical Materiel specialty. Data compiled from this survey support the career ladder structure of the AFSC. Specialty Job Analysis indicates no big change has occurred in the AFSC over the past 5 years. Skill level analysis revealed a normal career progression pattern for the AFSC for members of the survey sample. STS analysis revealed an outstanding document. Only one proficiency-coded element was not supported by survey data. The POI analysis revealed that six performance-coded elements were not supported by survey data. Training managers and SMEs should review these documents and the Training Extract to determine if these elements warrant exclusion. No serious job satisfaction problems appear to exist within the AFSC career ladder. For the most part, respondents appear satisfied with their jobs.

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APPENDIX A

REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF CAREER LADDER JOBS

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TABLE A1
GENERAL MEDICAL LOGISTICS JOB
(ST120, N=9)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
A36	Perform transaction history inquiries	100
A35	Perform operating balance inquiries	100
A17	Establish or maintain master records	100
A34	Perform item master inquiries	100
A2	Annotate or complete cancellation documents	89
A43	Process due-out item reversals	78
A52	Revise master records	78
C163	Perform MEDLOG inquiries	67
A31	Perform due-in file inquiries	67
A42	Process due-in item cancellations	67
A18	Inform using activities of materiel delivery dates	67
H324	File source documents	67
A44	Process local purchase receipts	56
A20	Initiate requests in support of emergency patient care	56
H339	Process cancellation transactions	56
A48	Respond to customer inquiries, other than due-in inquiries or item cancellations	56
A39	Prepare RODs	56
A7	Complete medical materiel requirements lists	44
A30	Perform and process follow-up actions on past-due requisitions	44
A26	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	44
A21	Input gains, losses, or catalog changes	44
A8	Coordinate reports of discrepancy (RODs) with customers, vendors, or Base Contracting Office (BCO)	44
A37	Post pre-issues against operating records	44
A16	Distribute financial listings	44
J397	Inquire BCAs files	44
A11	Delete master records	44

TABLE A2
INVENTORY MANAGEMENT CLUSTER
(ST096, N=230)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
A36	Perform transaction history inquiries	96
A35	Perform operating balance inquiries	85
A17	Establish or maintain master records	85
A34	Perform item master inquiries	90
A43	Process due-out item reversals	84
C163	Perform MEDLOG inquiries	83
A18	Inform using activities of materiel delivery dates	83
A46	Research existing stock numbers	82
A31	Perform due-in file inquiries	81
A48	Respond to customer inquiries, other than due-in inquiries or item cancellations	80
A42	Process due-in item cancellations	80
K438	Operate MEDLOG terminals	79
A30	Perform and process follow-up actions on past-due requisitions	79
K437	Operate MEDLOG printers	79
A52	Revise master records	78
A7	Complete medical materiel requirements lists	77
A6	Complete on-line requisitions, other than for war reserve materiel (WRM)	77
A2	Annotate or complete cancellation documents	76
A45	Research media for national stock numbers or depot availability	73
A23	Input medical materiel requirements lists	72
A14	Determine requisition priorities	72
A26	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	72
K444	Process end-of day (EOD) routines	68
K424	Distribute computer products	64

TABLE A3

WAREHOUSE JOB
(ST047, N=222)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
A35	Perform operating balance inquiries	91
A36	Perform transaction history inquiries	91
B115	Process receipt transactions	90
B95	Load or unload materiel	86
B101	Operate materiel-handling equipment, such as pallet jacks or small forklifts	86
K438	Operate MEDLOG terminals	84
K437	Operate MEDLOG printers	84
B96	Locate and pull issues, other than linens, controlled, or security medical items	84
B67	Annotate receipt documents	82
B111	Place items in warehouse locations, other than compressed gas, controlled, or security medical items	81
B66	Annotate issue listings	79
C163	Perform MEDLOG inquiries	79
A34	Perform item master inquiries	76
B75	Deliver issues, other than linens, controlled, or security medical items to using activities	75
A44	Process local purchase receipts	74
A26	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	74
K444	Process end-of-day (EOD) routines	74
B123	Rotate items	73
B81	Distribute copies of issue listings	71
B122	Review issue listings	70
B72	Conduct inventory counts, other than linen, Medical Equipment Management Office (MEMO), or WRM	70
A4	Compare physical count with inventory listings	68
A43	Process due-out item reversals	68
B97	Locate and remove stock, other than issues, from storage	68
B120	Research and correct warehouse refusals	68
B85	Identify incoming items requiring special storage or handling, other than hazardous or dangerous materials	68

TABLE A4
COMPUTER OPERATIONS JOB
(ST147, N=5)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
K436	Operate MEDLOG central processing units (CPUs)	100
K444	Process end-of day (EOD) routines	100
K437	Operate MEDLOG printers	100
K438	Operate MEDLOG terminals	100
K439	Perform cold starts	100
K440	Perform cold terminations	100
K429	Initiate on-line sessions	100
A1	Access on-line users' manual	100
K428	Initiate on-line recoveries	100
A17	Establish or maintain master records	100
A35	Perform operating balance inquiries	100
A34	Perform item master inquiries	100
A36	Perform transaction history inquiries	100
O615	Initiate requests for TDY orders	100
A23	Input medical materiel requirements lists	100
A28	Perform on-line queries using report extract process (REP)	80
A26	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	80
K431	Input suggestions for computer operations improvements	80
M490	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	80
K435	Operate MOMMEDLOG	80
K446	Process EOM routines	80
K448	Transfer system files to floppy diskettes	80
K445	Process end-of fiscal year (EOFY) routines	80
K430	Initiate product recoveries	80
K447	Process WRM processing modes	80

TABLE A5

MEMO JOB
(ST139, N=58)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
E254	Update equipment records	100
E235	Maintain Equipment request files	98
E236	Maintain property custodian files	98
E232	Input requests for custody receipt/locator lists (CRLs)	98
E222	Coordinate relocation of property with property custodians	97
A17	Establish or maintain master records	95
E211	Annotate and complete turn-in documents for turn in of excess serviceable equipment	93
E234	Inventory MEMO property	93
A36	Perform transaction history inquiries	93
A18	Inform using activities of materiel delivery dates	93
E212	Annotate and complete MEMO inventory adjustment transaction documents	93
E247	Perform equipment record inquiries	93
A9	Coordinate equipment pickup with Defense Reutilization and Marketing Office (DRMO)	91
A19	Initiate documents for outshipments	90
A21	Input gains, losses, or catalog changes	90
E223	Correct out-of-balance conditions identified on Report of Medical and Nonmedical In-Use Equipment Lists	90
E221	Coordinate inspections and condition codes with biomedical equipment repair (BMER) activities	88
E213	Complete transactions for property transfer between base MEMOs	88
A48	Respond to customer inquiries, other than due-in inquiries or item cancellations	86
E248	Process requests for furniture	86
A30	Perform and process follow-up actions on past-due requisitions	84
A31	Perform due-in file inquiries	84
A22	Input inventory transfer transactions	84
E229	Initiate or complete on-line transactions for turn in of excess serviceable equipment	84
E237	Maintain Report of Medical and Nonmedical In-Use Equipment Lists	84
E251	Review Report of Medical and Nonmedical In-Use Equipment Lists	84

TABLE A6

WRM JOB
(ST101, N=88)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
F268	Load or unload WRM materiel	98
F267	Inventory WRM assets	97
F283	Perform WRM balance inquiries	97
F284	Process WRM QA transactions	92
F259	Compare WRM assets to QA WRM listings	91
B90	Inspect items contained in WRM assemblies	90
F271	Maintain WRM TAs	86
B101	Operate materiel-handling equipment, such as pallet jacks or small forklifts	85
F277	Perform quality-control checks of WRM QA listings	83
F286	Pull dated items from WRM programs	83
A26	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	82
F274	Mark, segregate, or secure WRM to prevent unauthorized movement or use	81
F280	Perform heavy equipment operations, such as pallet jacks or small forklifts	78
C163	Perform MEDLOG inquiries	78
F299	Verify WRM existing authorizations with TAs	78
C183	Review WRM stock status reports	77
A4	Compare physical count with inventory listings	77
F273	Maintain work copies of WRM listings	74
A36	Perform transaction history inquiries	74
F262	Complete WRM stock status reports	72
K438	Operate MEDLOG terminals	72
F292	Secure or remove cargo nets on aircraft cargo pallets	70
F260	Compare WRM shortages to Air Force excess	70
A34	Perform item master inquiries	70
B95	Load or unload materiel	70

TABLE A7

SUPERVISOR JOB
(ST078, N=100)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
M569	Supervise military personnel	96
M499	Counsel personnel concerning personal matters	96
M495	Conduct supervisory performance feedback sessions	96
M487	Assign personnel to work areas or duty positions	95
M490	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	93
M574	Write recommendations for awards or decorations	92
A26	Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting	91
M521	Establish performance standards for subordinates	89
M510	Develop or establish work methods or procedures	87
M532	Evaluate personnel for compliance with performance standards	86
M572	Write performance reports or supervisory appraisals	85
M504	Determine or establish work assignments or priorities	85
M492	Conduct self-inspections or self-assessments	85
M533	Evaluate individuals for promotion, demotion, reclassification, or special awards	83
M512	Direct training functions	82
M496	Conduct supervisory orientations of newly assigned personnel	80
M511	Develop or establish work schedules	78
M566	Schedule work assignments or priorities	78
M564	Schedule personnel for schools, temporary duty (TDY), nontechnical training, technical training, leaves, or passes	77
N581	Conduct OJT	76
M529	Evaluate logistics requirements, such as personnel, equipment, tools, parts, supplies or workspace	76
M545	Interpret policies, directives, or procedures for subordinates	75
M535	Evaluate work schedules	75

TABLE A8

CONTRACT MANAGEMENT JOB
(ST192, N=5)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
J399	Log IMPAC purchase into IMPAC log	100
J395	Initiate or review contract renewal requests	100
J401	Maintain service contract folders	100
J383	Coordinate service contract development with BCD or using activities	100
J386	Coordinate delivery, timeliness, and quality of contracted services with BCD	100
J382	Coordinate performance work statement (PWS) packages	100
J400	Maintain BPA or BDO contract files	100
J407	Place calls against BPAs or BDOs	100
J393	Establish local BPAs or BDOs through BCO	100
J384	Coordinate service contract funding and manpower authorizations with RMO	80
J373	Complete service contract receiving documents	80
J389	Develop or implement required contracted services	80
J390	Distribute EOM or EOY BPA or BDO reports to BCD	80
J397	Inquire BCAs files	80
J385	Coordinate SOWs with action agencies	80
J403	Modify PWSs from Air Force Medical Support Agency (AFMSA)	80
H320	Assign or cancel document numbers	60
J377	Complete end-of month (EOM) blanket purchase agreements (BPAs) or EOM blanket delivery order (BDO) reports	60
J376	Complete documentation for professional services procurement	60
H324	File source documents	60
J394	Initiate sole-source or brand-name justification	60
J371	Compare monthly statements to International Merchants Purchase Authorization Card (IMPAC) log	60
O611	Inform BAFO of transactions requiring processing	40
M551	Manage credit card purchases	40
J372	Complete service contract acceptance documents	40
J405	Monitor quality assurance surveillance plans (QASPs)	40

TABLE A9
CENTRAL PROCESSING AND DISTRIBUTION JOB
(ST109, N=7)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
I361	Restock carts from using activities	100
I357	Place items in CPD storage locations	100
I356	Perform daily inventory of CPD supplies in using activities	100
I355	Order CPD supplies	100
I353	Issue CPD common-use supplies	86
I350	Exchange supply carts from using activities	86
I351	Fill patient nondrug item prescriptions	86
I359	Process routine over-the-counter medical CPD supply requests	71
I345	Break down items by adjusted units of issue	71
A48	Respond to customer inquiries, other than due-in inquiries or item cancellations	71
I354	Maintain nondrug item prescription files	71
B123	Rotate items	57
I362	Restock IDO or PARS customer storage areas	57
A33	Perform inventory actions using bar code scanners	57
I363	Review customer IDO or PARS supply levels	57
B83	Exchange issued compressed gas cylinders	57
I352	Initiate emergency requisitions	57
B122	Review issue listings	57
I358	Process CPD transfer of files	57
B101	Operate materiel-handling equipment, such as pallet jacks or small forklifts	57
K444	Process end-of-day (EOD) routines	57
C185	Transfer scanner data to personal computers (PCs)	43
I310	Process routine over-the-counter nonmedical CPD supply requests	43
B95	Load or unload materiel	43
I364	Review expiration dates on CPD locally processed dated items	43
I365	Review QA notices in IDO or PARS storage locations	43
K448	Transfer system files to floppy diskettes	43
B124	Set up or maintain warehouse bins, racks, or bays	43
I349	Establish customer IDO or PARS supply levels	43

TABLE A10

TRAINING JOB
(ST537, N=7)

<u>REPRESENTATIVE TASKS</u>		<u>PERCENT MEMBERS PERFORMING</u>
N580	Conduct formal course classroom training	100
N588	Develop training programs, plans, or procedures	100
N595	Inspect training materials or aids for operation or suitability	100
N594	Evaluate progress of trainees	100
N596	Maintain training records or files	100
N583	Counsel trainees on training progress	100
N597	Personalize lesson plans	100
N603	Write test questions	100
N589	Establish or maintain study reference files	100
N593	Evaluate effectiveness of training programs, plans, or procedures	100
N590	Evaluate personnel to determine training needs	100
N587	Develop training materials or aids	86
N585	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	86
N576	Administer or score tests	86
N579	Complete student entry or withdrawal forms	86
M512	Direct training functions	57
M532	Evaluate personnel for compliance with performance standards	57
N591	Evaluate training methods or techniques of instructors	57
N592	Evaluate training requirements for instructors	57
O606	Compile data for records, reports, logs, or trend analyses	57
N581	Conduct OJT	57
O620	Review publishing bulletins	57
O616	Maintain administrative files	57
N584	Determine training requirements	43
M504	Determine or establish work assignments or priorities	43
M553	Evaluate personnel for promotion, demotion, reclassification, or special awards	43
M499	Counsel subordinates concerning personal matters	43
M528	Evaluate job-related suggestions	43
N601	Schedule training	43